



United States Postal Service
Office of Inspector General
Attn: Human Resources
1735 N. Lynn Street, 10th Floor
Arlington, VA 22209-2020

USPSOIG VACANCY ANNOUNCEMENT #06-44

Grade: Journey Band FLSA: Exempt
Salary: \$29,604- \$100,554 per Annum
(Includes Locality Pay)
Relocation Expenses Will Not Be Paid
Position: One Located in Arlington, VA
Open: 04/11/06 Close: 04/26/06
*Career Ladder to GS-13 equivalent at
management's discretion

Freedom of Information Act (FOIA) Analyst

The United States Postal Service Office of Inspector General (OIG) is seeking a highly qualified applicant to assist in processing FOIA and Privacy Act requests to the USPS-OIG. The OIG mission is to provide reports to the Postal Service Executives, Governors and Congress to help the Postal Service maximize revenues (approximately \$70 billion a year), minimize costs, and prevent and detect fraud, waste, abuse and mismanagement.

MINIMUM QUALIFICATIONS

- At least one year experience working with Freedom of Information Act (FOIA)/Privacy Act

DESIRABLE QUALIFICATIONS

- Some FOIA experience in a law enforcement agency (including Office of Inspector General)

EVALUATION FACTORS

- Demonstrated experience researching and responding to FOIA/Privacy Act requests, analyzing reports and other documents for release, and drafting and compiling responses under supervision
- Demonstrated experience in analyzing information and problems, applying fact-finding and evaluating techniques, developing solutions, and recommendations
- Demonstrated ability to communicate orally and in writing, and to carry out other assignments required under the FOIA/PA

ADDITIONAL REQUIREMENTS

- Ability to pass a physical examination, drug screening, and background investigation
- Ability to obtain/maintain a government-issued credit card

TO BE CONSIDERED, APPLICANTS MUST SUBMIT

- Any of the following forms: OF-612, SF-171, PS Form 2591, PS Form 991, or a resume
- Latest performance appraisal (within 15 months); must have received at least a contributor or satisfactory level of performance rating; must meet the core and specialized competencies for the position
- A separate, written narrative that describes specific experience (knowledge, skills, and abilities) for each Evaluation Factor (limited to one page per factor)

NOTE

- **OPEN TO ALL SOURCES**
- **U.S. CITIZENSHIP REQUIRED**
- **APPLICATIONS MUST BE SUBMITTED TO THE FOLLOWING EMAIL ADDRESS: JOBS@USPSOIG.GOV OR MAILED TO: USPS-OIG, Human Resources – 1735 N. Lynn Street, 10th Floor, Arlington, VA 22209-2020**
- **MUST BE RECEIVED BY MIDNIGHT (EST) ON THE CLOSING DATE OF THE ANNOUNCEMENT**
- **APPLICANTS WHO DO NOT ADDRESS EACH OF THE EVALUATION FACTORS WILL NOT BE CONSIDERED**

Applicants must meet all eligibility requirements by the closing date of the announcement. **All submissions must include the vacancy announcement number.**



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BASIS OF RATING

Candidates will be evaluated on the skills they possess that are directly related to the duties of the position and/or the experience, education, and training that indicate the applicant's ability to acquire the particular knowledge and skills needed to perform the duties of the position.

REASONABLE ACCOMMODATIONS

This agency provides reasonable accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please call (703) 248-2353. The decision on granting an accommodation request will be made on a case-by-case basis.

Why Apply With The Postal Service OIG?

- **Flexible Work Schedules!**
- **Flexible Spending – Pre-Tax dollars for Child and Health Care!**
- **Locality Pay for Geographical Area Included!**
- **Pre-tax Dollars for Commuting!**
- **State of the Art Technology!**
- **Pay System that Rewards High Performers!**
- **Thrift Savings Plan with Matching Contributions up to 5%!**
- **Government-Backed Pension Plan!**
- **Ongoing Professional Development for every employee through Classroom/Virtual training, Seminars, Conferences and Tuition Reimbursement!**
- **Convenient Parking! Near Metro!**
- **On the Top 10 Corporations List in the U.S.!**
- **In the Top 50 Corporations for minorities and women!**

Job Line Number:

1-888-OIG-HIRO

1-888-644-4470

DC Relay Service:

202-855-1234 (TTY)

Or Visit our website:

www.uspsoug.gov

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